

## **REQUESTS FOR PROPOSALS FOR LAKE COUNTY PLANNING CONSULTANT SERVICES**

Lake County has received a federal Community Development Block Grant (CDBG) award in the amount of \$30,000 by the Montana Department of Commerce (MDOC) for a Community Development Block Grant to update Lake County's Growth Policy. Total project cost is budgeted at \$40,000.

Contingent upon this award, the Board of Lake County Commissioners is soliciting this Request for Proposals for planning consultant services to assist Lake County in developing Growth Policies consistent with all requirements of Montana State law. These efforts and activities are viewed as key tools to implement Lake County's long range planning goals. Payment terms will be negotiated with the selected offeror, in accordance with CDBG program administrative guidelines.

The work activities includes holding and facilitating several public hearings and additional meetings as necessary in Lake County, and include providing the final product both in one (1) printed and one (1) electronic copy form.

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to the project, specifically related to growth policies;
4. a list of contacts that could be used as references for previous work involving growth policies;
5. a description of the firm's prior experience, counties/cities worked with in the last 5 years;
6. a description of the firm's current work activities and how these would be coordinated with the project;
7. the proposed work plan and schedule for activities to be performed; and
8. an example of a finished growth policy recently completed.

Respondents will be evaluated according to the following factors:

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| 1. the qualifications of the professional personnel to be assigned to the project | <u>30 %</u> |
| 2. the consultant's capability to meet time and project budget requirements       | <u>20 %</u> |
| 3. present and projected workloads  | <u>20 %</u> |
| 4. related experience on similar projects   | <u>30 %</u> |

The selection of finalists will be based on an evaluation of the written responses. Interviews will be held with the top-ranked firms. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to Lake County, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to Lake County Board of Commissioners chairman, Bill Barron, at 106 4<sup>th</sup> Avenue East, Polson, Montana 59860. All responses must be received by 5:00 pm on December 9, 2016. Please state "CDBG Lake County Planning Consultant Services Proposal" on the outside of the response package.

Respondents may review the CDBG application which includes a description of the proposed services including activities, budget, schedule, and other pertinent information by visiting the Lake County Planning Department during regular office hours (8-5). A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Avenue, P.O. Box 200523, Helena MT 59620-0523.

Consistent with the requirements of Section 3 of the Housing and Community Development Act of 1968, CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training and employment arising in connection with this CDBG assisted project will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized. Disadvantaged business enterprises (DBE's) are encouraged to apply.

For more information, please contact Bill Barron at 406-883-7204 or the Lake County Planning Department at 406-883-7235.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the Board of Lake County Commissioners reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.